New Outlook Profile with Exchange Account Setup Instructions for:
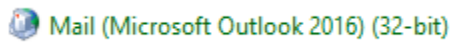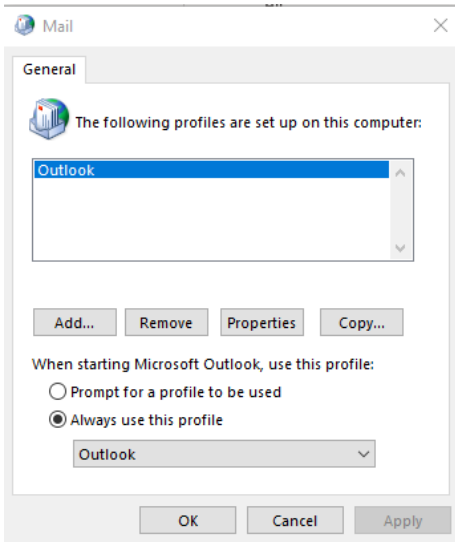
Outlook 2016

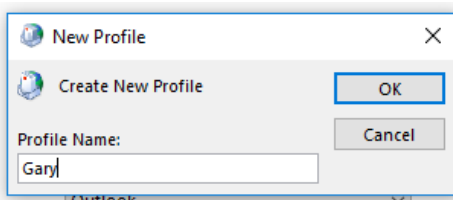**To create a new Outlook profile open the Control Panel, then open the Mail app:**
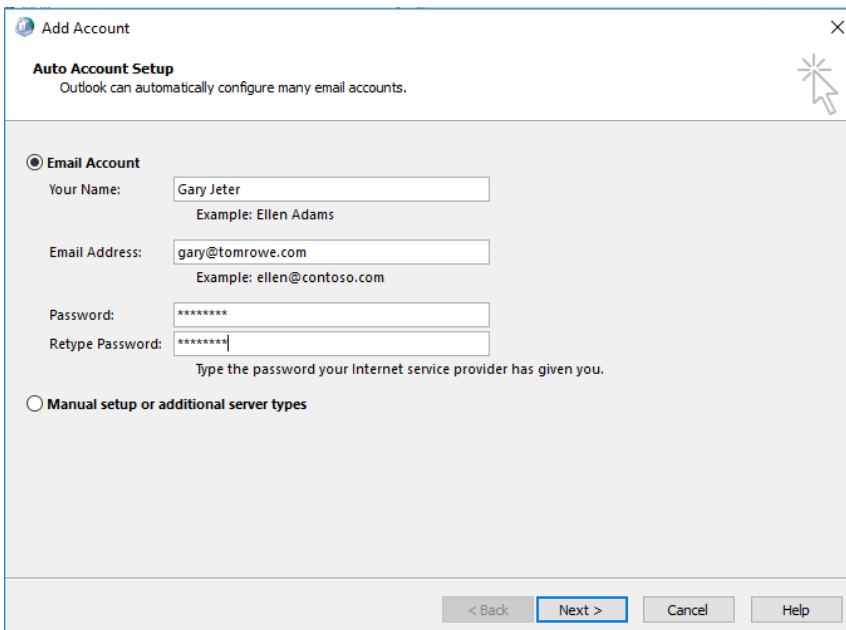
Mail (Microsoft Outlook 2016) (32-bit)

Click the "Add" button:

Mail
General

The following profiles are set up on this computer:

Outlook

Add... | Remove | Properties | Copy...

When starting Microsoft Outlook, use this profile:
- Prompt for a profile to be used
- Always use this profile

Outlook

OK | Cancel | Apply

Type in the name for the new profile:

New Profile

Create New Profile | OK

Profile Name:
Gary

Cancel

To add an Exchange account enter the account information, then click "Next":

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

- Email Account

Your Name: Gary Jeter
Example: Ellen Adams

Email Address: gary@tomrowe.com
Example: ellen@contoso.com

Password: ********
Retype Password: ********
Type the password your Internet service provider has given you.

- Manual setup or additional server types

< Back | Next > | Cancel | Help

Enter the password, check the checkbox to "Remember my credentials", then click "OK":

Windows Security

Mail Application

Connecting to gary@tomrowe.com

phbergh@rioradio.us

••••••••

☑ Remember my credentials

More choices

| OK | Cancel |
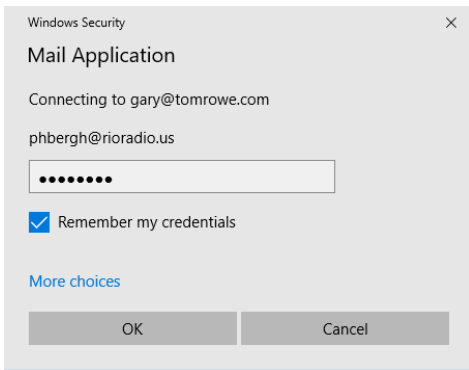
After the account verifies click the "Finish" button:

Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✔ Establishing network connection
✔ Searching for gary@tomrowe.com settings
✔ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings
☐ Set up Outlook Mobile on my phone, too   Add another account...

| < Back | Finish | Cancel | Help |

Select "Always use this profile", then select the profile that you want to open every time Outlook is opened, then click "OK":

Mail

General

The following profiles are set up on this computer:

Gary
Outlook

| Add... | Remove | Properties | Copy... |

When starting Microsoft Outlook, use this profile:

○ Prompt for a profile to be used
◉ Always use this profile

Gary

| OK | Cancel | Apply |